

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Stephanie Palmer			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS Provide services for plan review for traffic control items and for inspection of traffic control within work zones.				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL DUE DATE 12/18/07	TIME DUE 4:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Stephanie Palmer, P.E.  
University Region  
4701 W. Michigan Avenue  
Jackson, Michigan 49201

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet  
**5100G** – Certification of Availability of Key Personnel  
**5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICES  
FOR  
CONSTRUCTION SERVICES**

**CONTROL SECTION:** Various (see Attachment A)

**JOB NUMBER:** Various (see Attachment A)

**PROJECT LOCATION:** University Region (Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee and Washtenaw Counties)

**DESCRIPTION OF WORK:** Provide services for plan review for traffic control items and for inspection of traffic control within work zones.

Provide inspection, quality assurance services, and plan review, for traffic control within work zones (construction, maintenance and permit) and signed detours of state trunk lines in the University Region to ensure compliance with contract specifications, maintenance guidelines for work zone traffic control and permits. The inspector shall work under the direction of the Project Manager. Services will be performed on various projects for the 2008 calendar year with the Department's option to renew the contract. The Consultant shall submit a yearly cost proposal one month prior to each calendar year for approval by MDOT.

Services may be needed full-time or at various given times, beginning with the authorization of the contract. Most work should be done within the 40 hour work week. In some instances, nighttime and weekend work zone reviews will be required. Overtime will be allowed only with prior approval by the Project Manager.

The MDOT Delivery Engineer will be defined by the Project Manager for the individual construction projects. As a part of this scope, the consultant is provided with a list of projects identifying route, location, TSC Delivery Engineer, type of work, and estimated construction schedule. This list may be updated and/or revised during the year.

**DBE REQUIREMENT:** N/A

**ANTICIPATED START DATE:** March 13, 2008

**ANTICIPATED COMPLETION DATE:** December 31, 2009

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Road Construction Engineering

**SECONDARY PREQUALIFICATION CLASSIFICATION:**  
Maintaining Traffic Plans & Provisions

Submit questions relative to the scope of services to:

**MDOT PROJECT MANAGER:**

Stephanie Palmer, P.E. - Project Manager  
MDOT – University Region  
4701 W. Michigan Ave.  
Jackson, Michigan 49201  
E-mail: [PalmerS3@michigan.gov](mailto:PalmerS3@michigan.gov)  
Phone: (517) 750-0422

**GENERAL:**

- A. This Scope of Services consists of, performing to the satisfaction of the Department, inspection of all aspects of traffic control and devices within work zones, in accordance with MDOT specifications, proposals, plans, guidelines, MMUTCD and modifications to the traffic control plan as approved by the Engineer. In addition, the consultant may be asked to provide constructability reviews for maintenance of traffic plans for future projects.
- B. The Consultant's principal contact with the Department shall be through the Project Manager and the TSC Delivery Engineers.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction, MMUTCD, and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in a professional manner.
- D. This solicitation will result in selection of inspection services from one firm.
- E. Definitions:

**Department** – Michigan Department of Transportation.

**Project Manager**-MDOT manager responsible for the administration of this contract. The Project Manager will be Stephanie Palmer, University Region Traffic and Safety Engineer, (517) 750-0422, fax (517) 750-4397.

**MDOT Delivery Engineer**-MDOT Transportation Service Center (TSC) Delivery Engineer responsible for the administration of various delivery operations within a TSC's jurisdiction.

Brighton TSC Delivery Engineer:	James Daavettila	(Tele: 810-225-2602) (Fax No. 810-227-7929)
Jackson TSC Delivery Engineer:	Jeff Bigelow	(Tele: 517-780-5108) (Fax No. 517-780-5454)
Lansing TSC Delivery Engineer:	Kurt Coduti	(Tele: 517-324-2293) (Fax No. 517-324-9580)

**Consultant Work Zone Inspector (Inspector)** – Consultant employee assigned to inspect and review University Region work zones.

**CONSULTANT RESPONSIBILITIES:**

- A. Provide a full time qualified inspector and vehicle on various projects and perform inspection services under the direction of the Project Manager. The Project Manager will provide the inspector a monthly schedule of projects to inspect. The inspector assigned to this project will report to the MDOT Project manager and MDOT Delivery Engineer as specified below.
- B. Provide, to the satisfaction of the Department, inspection services for work zones and traffic control devices. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection of aforementioned projects, and as directed by the Project Manager.
- C. That all work will be performed in compliance with the contract documents and the standard practices of the Department. Inspections will be performed on projects as directed by the Project Manager and no variation will be permitted except by written order of MDOT.
- D. Specifically, on a weekly basis, or as designated by the Project Manager, the inspector shall inspect each construction zone, permit zone, maintenance zone (including those by maintaining agencies) and signed detours throughout the region, even when there are no active construction activities, to verify that traffic control devices are in place according to the contract documents, operating properly, are of acceptable quality, and are being maintained. The Consultant shall also verify that the work zone is set up according to the plans and specifications for each specific site. The inspector shall document all inspections on the "Traffic Control Review Report Form", attached hereto. These reports shall be faxed to the respective MDOT Delivery Engineer within 24 hours of the review. The inspector may also be asked to perform detailed inspections of work zones which will be documented on the eighth page "Review of Traffic Control Devices/Operations in Work Zones". Based on their observations, the inspector shall suggest recommended modifications to the MDOT

Delivery Engineer that will improve the movement of traffic through the work zone, and improve safety for the public and the Contractor's operations.

The inspector shall supply the Project Manager with copies of the "Traffic Control Review Report Form" on a weekly basis. The inspector will also supply the Project Manager with monthly summaries of the inspector's findings, actions taken, and resolution of those actions in a written spread sheet type format.

- E. The MDOT Delivery Engineer will be notified immediately of any deficiencies regarding traffic control devices for the maintenance of traffic. In addition, the inspector will fax to the MDOT Delivery Engineer, within 24 hours of the review, the "Traffic Control Review Report Form". Otherwise, reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department. Emergency situations will require the Consultant Inspector to stay on site until the Delivery Engineer is notified and the situation has been corrected or until the Delivery Engineer has delegated an MDOT employee to ensure the correction has been made.
- F. The inspector will immediately bring to the attention of the MDOT Delivery Engineer the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance or any other occurrence which may require resolution by the MDOT Delivery Engineer.
- G. The inspector shall possess a valid Michigan Driver's License at all times, throughout the duration of this contract.
- H. The inspector shall provide their own transportation to, from, and on the project site to perform the services outlined herein. The vehicle shall be equipped with a roof or post-mounted flashing amber light or approved equal. Reflective conspicuity tape shall be applied to the vehicle per section 812.03.L of the MDOT's Standard Specifications for Construction.
- I. The inspector shall provide their own cell phone.
- J. The inspector shall possess good written and verbal communication skills.
- K. The inspector shall have attended the MSU/MDOT two day Work Zone Training or be an American Traffic Safety Services Association (ATSSA) or International Municipal Signal Association (IMSA) certified Worksite Traffic Supervisor or have a minimum of two years inspecting or laying out traffic control for construction work zones. Experience will be reviewed and approved by Project Manager. Information regarding the MSU/MDOT training can be obtained from Brian Zimmerman at 517-322-6794.
- L. The inspector shall wear personal protective safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site or in any work zone.
- M. The inspector shall attend project related meetings, when directed by the Project Manager.

- N. The inspector shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, MMUTCD, maintenance guidelines for work zone traffic control, and any and all other necessary applicable references, guidelines and procedures manuals.
- O. The Consultant shall provide the Project Manager a weekly summary, itemized by job number (maintenance or permit activity location where applicable), time and mileage charged to the job number (maintenance or permit activity where applicable).
- P. At the conclusion of the season, the inspector will provide a summary report of their findings. This report will include any trends in the region. The inspector will also be asked to work with Lansing staff to provide a region nomination for best work zone. This may include providing pictures and documentation to justify the nomination.
- Q. The inspector shall also provide constructability reviews for the upcoming year's maintenance of traffic plans for select projects as determined by the Project Manager.
- R. The Consultant shall provide training to MDOT personnel and to MDOT's maintaining agencies. The Consultant shall provide all necessary training materials.
- S. During the course of the inspector's travels through the region to inspect identified construction work zones, the inspector shall also inspect permit and maintenance operations (including maintaining agencies contracts) that are in progress. These inspections shall be documented on the "Traffic Control Review Report Form". The report shall be faxed to the TSC Maintenance Coordinator or Permit Agent responsible for the county, the same day the inspection is performed. Any deficiency of traffic control shall be brought to the TSC Maintenance Coordinator or Permit Agent's attention immediately.

TSC jurisdictions and TSC Maintenance Coordinators and Permit Agents are:

Brighton TSC:

Tom Simpson, Transportation Maintenance Coordinator (810-225-2619 fax 810-227-7929)

Matt Pratt, Maintenance Supervisor (810-225-2624 fax 810-227-7929)

Marie Wilson, Permit Agent (810-225-2620 fax 810-227-7929)

Area covered: Livingston, Monroe and Washtenaw Counties

Jackson TSC:

Arnold Trombley, Transportation Maintenance Coordinator (517-780-7542 fax 517-780-5454)



Clarence Timm, Maintenance Supervisor (517-263-0564 fax 517-780-5454)  
Doug Jordan, Permit Agent (517-780-5103 fax 517-780-5454)

Area covered: Jackson, Hillsdale and Lenawee Counties

Lansing TSC:

Rick Tyrer, Transportation Maintenance Coordinator (517-324-2289 fax 517-324-0294)  
Mark Crouch, Maintenance Supervisor, Charlotte Garage (517-543-7642 fax)  
Art Morales, Maintenance Supervisor, Grand Ledge Garage (517-373-3283)  
Rick Plummer, Maintenance Supervisor, Williamston Garage (517-373-3913)  
Jerry Swift, Permit Agent (517-324-2266 fax 517-324-0294)

Area covered: Clinton, Eaton, Ingham and Shiawassee Counties

**MDOT RESPONSIBILITIES:**

- A. The Project Manager will furnish to the inspector all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Manager for the services required herein.

**PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

**CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project.

The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

**The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.**

## Attachment A

TSC	JN	CS	Route	Location	Work Type	Let Date	Miles	Estimated Start Date
Jackson	88405	38131	US127	6 Bridges, US127 in Jackson	Epoxy Overlays, CPM	10/5/2007	5.72	10/5/2007
Jackson	74747	38131	US127	6 Bridges, US127 in Jackson	Deep Overlays	10/5/2007	0	10/5/2007
Jackson	74763	38131	US127	Under Springport Road	Deep Overlays	10/5/2007	0	10/5/2007
Jackson	74764	33031	US127	NB and SB over Conrail RR	Deck replacement	10/5/2007	0	10/5/2007
Jackson	78896	38101	I94	over Sandstone River, Jackson	Deck preplacement, widen, paint	12/7/2007	0	12/7/2007
Jackson	79980	38101	I94	Dearing Road Interchange	Reconstruct Ramps	12/7/2007	0	12/7/2007
Jackson	88487	38111	US127	South of White Road	Resurface and widen shoulders	3/7/2008	4.71	3/7/2008
Jackson	101198	38111	US127	US127, US223 to Ayres	Cold Mill & HMA Overlay	3/7/2008	9.14	3/7/2005
Jackson	74742	30012	M49	over St. Joseph River	Shallow Overlay	2/1/2008	0	2/1/2008
Jackson	79893	30012	M49	US12 to M99	Mill and Resurface, reconstruct	2/1/2008	6.005	2/1/2008
Jackson	90006	30012	M49	St. Joe River north to M99	Streetscape	2/1/2008	0.206	2/1/2008
Jackson	60301	46081	M50	Hand to Nortley	Mill and Resurface			
Jackson	80349	30071	US127	Over Bean Creek	Deep Overlay, substructure repair, paint	11/2/2007	0.001	11/2/2007
Jackson	80350	30071	US127	Over Bean Creek	Deep Overlay, substructure repair, paint	11/2/2007	0.001	11/2/2007
Jackson	100021	38101	I94	I94 from Sandstone to west A.	Single course mill and resurface	12/7/2007	4.568	12/7/2007
Jackson	100612	46062	US223	at Treat Hwy, Madison Twp	Construct right turn lane	8/1/2008	0.227	8/1/2008
Jackson	100695	46062	US223	at Treat Highway	Upgrade existing traffic signal	8/1/2008	0	8/1/2008
Brighton	48762	47082	M59	M59 Blvd I96 to Michigan Ave	Carryover from Last year, Reconstruct			
Brighton	74744		M14	Bridge Work along M14	Carryover from last year			
Brighton	74709		M14	Bridge Work along M14	Carryover from last year			
Brighton	100029	81072	I94BL	I94 BL from US23BR to US23	Mill and Resurface	12/7/2007	4.171	12/7/2007
Brighton	77662	81012	M52	Austin to Dutch	HMA Reconstruct	3/7/2008	1.668	3/7/2008
Lansing	89979	33051	M52	at CSX RR (G01), Webberville	Crossing Reconstruct	9/8/2008	0	9/8/2008
Lansing	90173	33051	M52	at CSX RR (G01), Webberville	Pavement R&R with widening	9/5/2008	0.228	9/5/2008
Lansing	85233	33081	I96 BR	I96BR in Ingham and Clinton Co.	Non-Freeway Signing Upgrade	1/1/2008	7.207	1/1/2008
Lansing	85641	33043	I69 BR	I69BR in Ingham and Clinton Co.	Non-Freeway Signing Upgrade	1/4/2008	6.103	1/4/2008
Lansing	79780	19032	US127 BR	Townsend to US127	Resurface, Mill and Pulver.	12/7/2007		
Lansing	75198	33021	M36	US127 to Dexter Trail	Mill and Resurface	9/7/2007		
Lansing	89211	33021	M36	Kerns to Miller Street	Streetscape	9/7/2007		